



City Hall Cup Campaign

Suggested by SASS (Striving After Sustainable Solutions) Team

In an effort to reduce the amount of disposable containers within City Hall, SASS suggests the following guidelines when providing drinks:

- 1. Employees are encouraged to provide their own cup to use at their desks and to bring with them to meetings, city lunches, etc (make sure you bring your SASS card to get a stamp!).**
- 2. If there are 50 people or less in a meeting where drinks will be served, please use non-disposable cups.**
- 3. Non-disposable cups and a cup bin have been provided to your department in a number adequate to cover the amount of people that can be seated in your department's conference room(s). Non-disposable cups and gray bins have also been placed in the Training Room and Council Chambers. Please use these instead of disposable cups when you have meetings where drinks are served.**
- 4. After use of cups in your department or a meeting, please place in bin and take cups to one of the two dishwashers in City Hall. There is one in the Council Chambers and one in the Break Room.**
- 5. If the dishwasher is close to full and magnet says "dirty," please start dishwasher, and turn magnet to "clean." Use the same sort of decision-making you would use at home. If the dishwasher says "clean," you can transfer your cups to one of the bins in the room.**
- 6. After placing your dirty cups in the dishwasher or bin, you can replenish your supply with clean cups from the cupboards.**
- 7. Building Maintenance personnel will empty the dishwasher in the morning when needed. The clean cups will be placed in cupboards in the Break Room or Council Chambers.**
- 8. If serving water to drink, please consider using the non-disposable cups provided along with a pitcher of water. Please recycle any bottled water containers. There are containers for this purpose located in each department.**
- 9. If there are more than 50 people at a gathering where drinks will be served, feel free to use plastic, foam, or paper cups. The SASS Team's research did not find that any of the three major types of disposable products are better than another.**

Thank you!